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MEMORANDUM FOR: Special Assistant for Vietnam Affairs

25X1

SUBJECT : Records Storage Space

1. In response to your 29 September request for space to store 16 cubic feet of sensitive records, I can accommodate you immediately, if we can house these files in our Records Center vault with the six cubic feet of your records stored there since February 1969. These are alongside some 174 cubic feet of the Director's records. Like yours, his include codeword, TOP SECRET, and uniquely sensitive items. Although the Records Center has not had occasion to provide you any reference service on these, the procedure for you would be the same as for the Office of the Director--(i.e. special courier delivery within two hours or available on a routine basis twice per day via codeword or TOP SECRET channels and controls). Your staff has available to it the experienced assistance of the Director's Records Officer and file room to get your files in and out of the Records Center in an expeditious and controlled manner.

2. If, on the other hand as your memo suggests, you will require the construction of a special compartment this will require time for logistics to plan and GSA to construct. Even more serious than the time and cost is the scarcity of space. As you know the Records Center is crowded and Col. White has requested the entire Agency to reduce the volume of its records in storage. To construct a screened compartment for the six safes you mention to house 48 cubic feet of your files will require removal of shelf units now storing 180 cubic feet of records. Besides the loss of storage capacity and the awkward precedent such a special compartment creates, the new storage and retrieval procedures required would be a decided disadvantage to your office. At present the Center services thousands of sensitive records directly to the depositor without opening the specially taped boxes.

3. I earnestly suggest that you reconsider the details of your storage request. I will appreciate if you will discuss some of the possible alternatives with the Agency Records Administration Officer, Perhaps an examination of the security controls available at the Center will enable us to develop adequate deposit and retrieval procedures to serve the sensitive storage requirements of your records.

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R. L. Bannerman
Deputy Director
for Support

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